

Improve your Memory Skills

OVERVIEW

Course duration: 1 day.

Our ability to remember information and ideas has a significant effect on the way we manage ourselves, our time and our performance. However, according to the latest research, without notes or memory prompts, most of us forget 80% of the information we are exposed to. If we could revive our inherent power of recall, we could dramatically improve the quality and power of our performance.

This course will enable delegates to dramatically increase the amount of relevant information they presently remember. Delegates will have the opportunity to learn and practise several memory techniques to achieve demonstrable success. On completion, delegates will be far more alert to their power of recall and use it intuitively, remembering promises made to phone or write, 'flashes of inspiration' that have occurred when they don't have a pen and paper to hand, and valuable nuggets of information that could make the difference between an average or exceptional performance.

IS IT RIGHT FOR ME?

This course is suitable for individuals who would benefit from an improved ability to remember facts, figures, names, faces, organisational issues, current trends, plans, theories, ideas and any information that assists efficiency, learning, development and management.

WHAT WILL I LEARN?

By the end of this course you will be able to:

- Revive the inherent power of recall by improving your ability to transfer large amounts of information to long term memory
- Dramatically improve your confidence, ability and intent to remember relevant information using the cues that best reflect your individual cognitive style
- Enhance your performance by remembering dates, times, faces, facts, figures and any information that will help with study, presentation delivery and decision making
- Remember new techniques and features of technology more readily and so improve the organisation of your day by working more productively
- Remember more of any type of information regardless of time, context or relevance to your physical surroundings.

WHAT WILL IT COVER?

Memory in the Workplace

- Why effective memory skills can improve your professional development
- Using and remembering information from a variety of sources
- Understanding how we absorb and understand information
- Identifying your personal learning style

The Principles of Memory

- How the mind works
- Health and wellbeing – factors that effect your memory

- Promoting your instinct and intent to learn
- Using background information and special interests to increase memory skill
- Meaningful organisation – how to remember twice as much instantly
- The chunk principle for remembering long lists and long numbers

Visualisation

- Visualisation – a secret weapon
- Association and location – the filing cabinet in the brain
- Mind mapping for organised remembering
- Imagination – exaggeration, fantasy and humour
- The impact of image and the power of recall
- Feelings and sounds to enhance the memory

FURTHER COURSES TO CONSIDER

An Introduction to Neuro Linguistic Programming

Speed Reading

Effective Time Manage